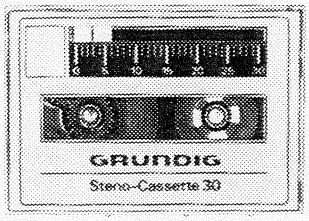
GRUNDIG

Stenorette 2300

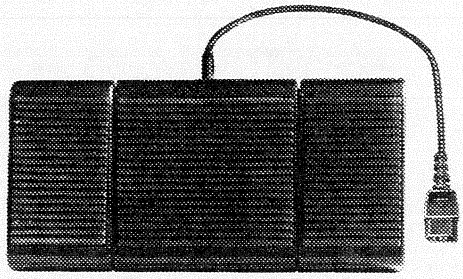
Bedienungsanleitung
Operating Instructions
Mode d'emploi
Istruzioni per l'uso

N2S2D

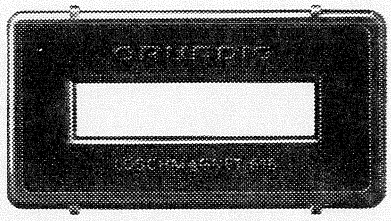
Zubehör



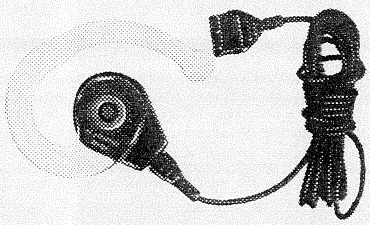
Steno-Cassette 30



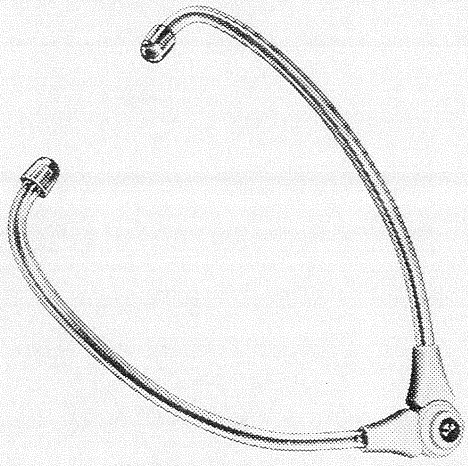
Fußschalter 535



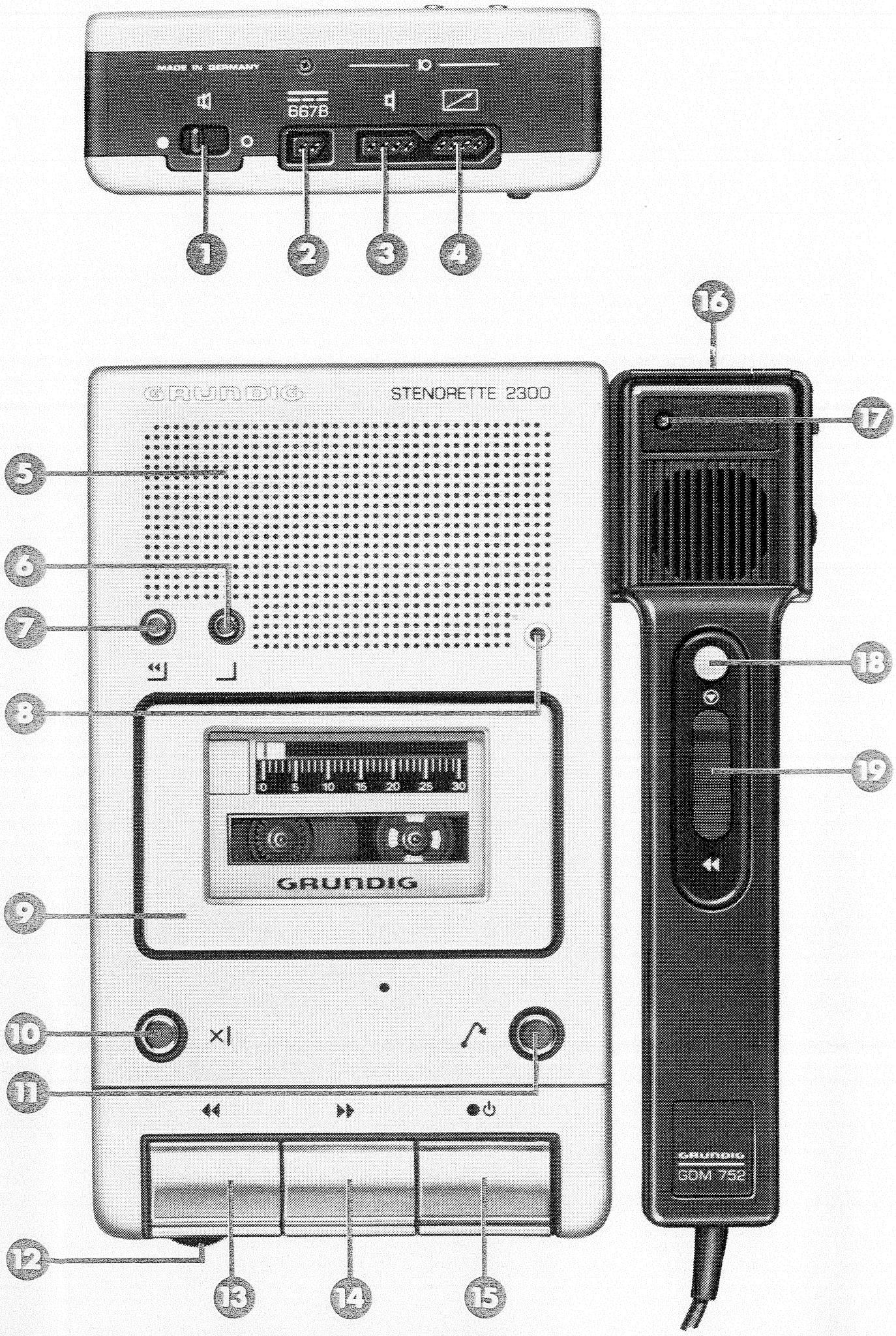
Löschmagnet 616
Erasemagnet 616
Aimant d'effacement 616
Imán de borrado 616



Kleinhörer 556
Earphone 556
Ecouteur 556



Stetoclip 514


MADE IN GERMANY
667B
1
2
3
4
GRUNDIG
STENORETTE 2300
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
0 5 10 15 20 25 30
GRUNDIG
GDM 752

① Loudspeaker Switch

Position ●: Stenorette loudspeaker switched on
Position ○: Stenorette loudspeaker switched off

② Operating Voltage Socket

For the connection of the mains power pack 667 B or the adapter cable 557 for connection to a 12 V car battery

③ Headphone Socket

For the connection of the earphone 556

④ Remote Control Socket

For the connection of the foot switch 535.
The combination plug of the microphone GDM 752 C is connected to the sockets ③ and ④

⑤ Loudspeaker

⑥ End of Letter/Index Signal Button

When pressed whilst recording, records audible signals to mark the end of the letter.
When pressed whilst playing back, inserts audible signals for corrections to be made.

⑦ Search Button

On depressing this button, the set searches in the fast rewind mode for the end of letter signals. On reaching these positions, the set stops or switches to playback if the playback-start mode was selected

⑧ Operating Pilot Lamp

Lights up when machine is switched on

⑨ Cassette Compartment

Depress button ⑪ to open

⑩ Erase Button

To erase the tape quickly, depress and hold this button until the rewind botton ⑬ has been depressed. Both buttons are released by lightly pressing the fast forward wind button ⑭ or switching off the set

⑪ Cassette Compartment Button

Depress to open the cassette compartment ⑨.
Also releases the on/off switch ⑮ when the set is switched on

⑫ Volume Control

⑬ Rewind Button

For fast rewinding the tape, locks. Release by lightly pressing the forward wind button ⑭ or switching off the set

⑭ Forward Wind Button

Depress and hold for fast forward wind

⑮ On/Off Switch

Depress to switch on or off. The switch can also be released by depressing cassette compartment button ⑪

GDM 752 C

⑯ Recording Sensitivity Switch

Position DICT.: For recording dictation
Position CONF.: For recording conferences

⑰ Recording Check

Lights up when record button ⑱ is depressed

⑱ Record Button

Depress for microphone recordings and pull control slider ⑲ to start tape run

⑲ Control Slider

with 3 switch positions:
STOP ▼
START ▶
Backspace ◀◀

General

The Stenorette 2300 is an office machine of our Stenorette 2000 series. Sound carrier is the GRUNDIG Steno-Cassette 30, as used with all the 2000 series dictating machines. The cassette provides 30 minutes of dictation on a single track. The dictation time is indicated on the integrated scale in minutes. The Stenorette can be used for playback only or after connecting the microphone GDM 752 C, for recording and playback.

Placing the Machine

When placing the dictating machine, please observe that the surfaces of some furniture are often coated with lacquers or plastics containing various types of chemicals. These chemicals may react with the material of which the feet are made, causing the furniture to be marked with stains which are often difficult to remove, sometimes they may be permanent.

Microphone Holder

The microphone holder can be fitted to the left or right side of the machine as required. The screw can be turned by means of a coin.

Voltage Supply

The enclosed mains power pack 667 B serves as stationary voltage supply and should be connected to socket ②. For operation in cars with 12 V batteries, the adapter cable 557 should be connected to socket ②. The ignition noises heard in some cars when checking playback will not be recorded. The playback of the dictation at the typists' place is normally free of such interferences. Recorded noises, e.g. in dictation pauses, could be interpreted by the set (during search function ⑦) as an automatic stop command. Therefore when dictating in a car it should be observed that the microphone is set to stop, even on short dictation pauses.

Switching On

Switch on the set with switch ⑮. The operating pilot lamp ⑧ lights up.

Inserting and Removing Cassette

To insert or remove the cassette, the cassette compartment must be opened by depressing the cassette compartment button ⑪. This releases the on/off switch ⑮ if it was depressed and it must be depressed anew if operation is to be continued. Insert the cassette with the label on the top, the opening facing forward into the cassette compartment ⑨, then close the cassette compartment.

Marking the Cassettes

The cassettes are supplied with adhesive labels upon which the user can indicate the content and urgency of the tape. On the left side of the cassette two fields are provided for the labels.

Care of Cassettes

Cassettes should never be placed on radiators or near other heat sources, as this will distort the tapes and make them unsuitable for further use. When not in use, cassettes should always be stored in their boxes to prevent soiling or looping.

Recording

Preparation:
Connect microphone GDM 752 C with the combination plug to the sockets ③ and ④. Insert a cassette and switch on the set with switch ⑮. Depending on use, set the recording sensitivity switch ⑯ to the appropriate setting:

Position **DICT.** for recording **dictation**
Position **CONF.** for recording **conferences**

Dictation

During recording and checking of replay all normal functions can be controlled with the microphone. When dictation is to be started, press the record button ⑱, the recording pilot lamp ⑰ will light up. Then pull the control slider ⑲ to the start ▶ position and the tape starts to move. A warning signal will be emitted if no cassette is fitted. Speak into the microphone at a distance of approx. 10 cm. The Stenorette 2300 with the microphone GDM 752 C has an automatic recording level control which ensures clear recordings even if you speak with a low voice. Extraneous noises will be largely suppressed if, whilst recording, you hold the microphone even closer to the mouth. If you wish to pause during recording push the control slider ⑲ upwards to the stop ▼ position. The function start/stop can be repeated during recording as often as required, without having to operate the record button ⑱.

Backspacing

For backspacing pull the control slider ⑲ right down. The duration of the backspacing is limited to approx. 10 seconds of spoken text. If you operate the control slider for a longer period, the machine switches automatically to playback. To backspace for a longer period of time, operate the control slider several times.

Corrections while Dictating

Should you wish to correct individual words or complete sentences of your dictation, then operate the backspace facility already mentioned. If you release the control slider ⑲, the machine switches automatically to playback. At the point at which you want to insert your correction, press the record button ⑱ and dictate the correct text.

Index Signal

You may not always have the possibility to correct or complete a text as described above, because you may not notice a mistake until you have completed recording. The index button ⑥ is provided to help you in such cases. It inserts acoustic signals

into the recording when depressed on playback and helps to alert the typist. She hears the signals when playing back the dictation and corrects the marked positions of the text according to your instructions or enters a longer passage, which you have dictated on a correction cassette.
The index pad is a useful aid for passing messages to the typist such as the number of copies required, corrections, additions, and similar types of information.

End of Letter Signal and Search Function

To mark certain dictation passages or letters on a cassette, an acoustic signal can be inserted into the tape during recording by pressing button ⑥. The button must be held depressed until the sound signal becomes mute (approx. 1½ sec.).
By depressing button ⑦, the set searches in the fast rewind mode for the inserted signals. On reaching these positions, the set stops or switches to playback if the playback-start was selected. To cancel or after accidentally starting the search function, briefly press the forward button ⑭ and the set goes back to the previous function.

Recording Conferences

For this, proceed as for dictation and set the sensitivity switch ⑯ to position **CONF.**
The microphone should be placed on a soft base in the centre of the conference table to avoid extraneous vibrations through the table.
When recording conferences a great deal depends on the discipline of the participants several people speaking at the same time will result in a confused sound from the recording.

Winding the Tape

Button ⑬ ◀◀: Fast rewind (button locks)
Button ⑭ ▶▶: Fast forward wind (button does not lock)
For fast winding press the respective button. On fast forward wind, release the button ⑭ at the required position, on fast rewind, briefly press the button ⑭ to release the button ⑬.

Playback

Three playback modes are possible:

a) Playback via connected microphone GDM 752 C.
The tape run is started with the control slider ⑲. The loudspeaker switch ① must be set to position ○.

b) Playback via the Stenorette loudspeaker.
The tape run is started with the control slider ⑲ of the connected microphone or a hand or foot switch. The loudspeaker switch ① must be set to position ●.

c) Playback via headphone.
The headphone must be connected to socket ③. The tape run is started with the foot switch 535 connected to socket ④. The loudspeaker switch ① must be set to position ○.

During all playback modes the volume can be adusted with the volume control ⑫.

End of Tape Stop

When the end of the cassette is reached, the motor is automatically switched off on all tape run functions. A warning signal will be emitted on the function "start ▶". The last selected function of the set must then be released.

Erasing

When operating the machine in the record mode any previous recordings on the tape are automatically erased.

Fast Erasing

The cassette can also be erased in the fast rewind mode. For this depress and hold the erase button ⑩ until the rewind button ⑬ has been depressed. Both buttons are then locked. When the beginning of the tape has been reached, release both buttons by briefly pressing the forward wind button ⑭ or by switching of the machine. The Steno-Cassette 30 can also be erased with the erase magnet 616, available as accessory.

Maintenance and Service

If your machine should become faulty please do not repair the machine yourself but call in your dealer or service engineer. It is recommended, however, that from time to time you clean the capstan spindle, the pressure roller and the sound head. This can be done by using a lint-free cloth or a cotton wool stick saturated with methylated spirit. On no account must the head be touched with a metallic or any other hard object as this can cause serious damage.
Note: This machine should not be exposed to temperatures exceeding 70 °C.

Accessories

Steno-Cassette 30/type 670
Microphone GDM 752 C
Index Block 545 A
Correspondence Folder 741: For two Steno-Cassettes 30 and notes
Earphone 556
Foot Switch 535
Stethoclip 514: For listening with both ears. Fit in place of ear clip to earphone
Adapter Cable 528: For matching of remote control units with round plugs (e.g. type 524, 525, 526, 527a).
Adapter Cable 557: For connection to a 12 V car battery

Subject to alteration